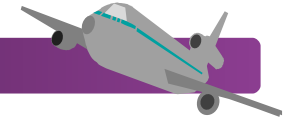


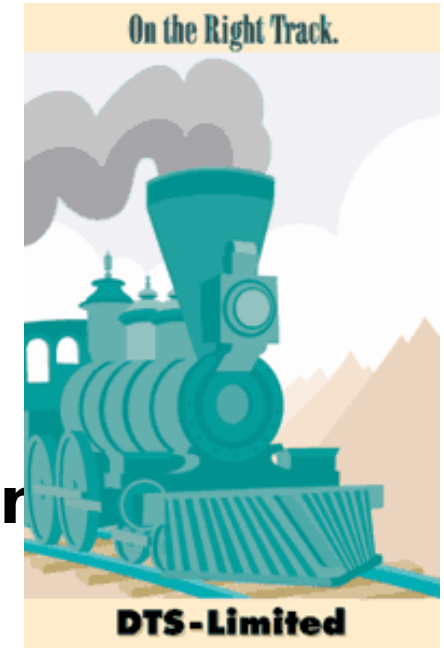
TRAVELER

Topics

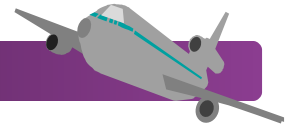
Defense Travel System-Limited

Travelers rights and responsibilities as the pertain to:

- **Types of travel**
- **Commercial/Government transportation**
- **Rental/Private Vehicles**
- **Enroute requirements**
- **Lodging, meals and incider**
- **Reimbursables**



What is TDY Travel?



Defense Travel System-Limited

- **Mission Support**

- **Performed when there is no other way to successfully complete the mission**

Rights and Responsibilities

Defense Travel System-Limited

TRAVELERS

❶ **Follow procedures outlined in Appendix O, JFTR/JTR**
& use good judgment - travel as if using their own money

- **Be provided necessary amenities or reimbursed**
  - **Transportation, food, lodging**

- **Make all arrangements through the CTO**
  - **Air, Rail, Bus**
  - **Rental Cars**
  - **Accommodations**

Rights and Responsibilities (Con't)

Defense Travel System-Limited

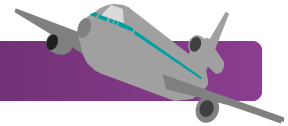
- Be advised in advance of their entitlements
  - ✔ "Should-cost"
- Have use of a government sponsored, contractor-issued travel charge card

"OFFICIAL" expenses only!

- Obtain cash advances through ATM (must use government travel card to b reimbursed)

Rights and Responsibilities (Con't)

Defense Travel System-Limited



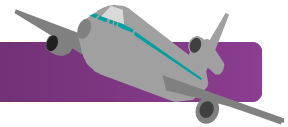
- **Comply with all ethics rules**
  - **Federal and Departmental ethics rul**
    (see Joint Ethics Reg, DoD 5500.7-R)
  - **May keep items of "Nominal" value**

- **Frequent traveler benefits**
  - **If paid for by DoD, belong to DoD**
  - **May be used for upgrade on official t**
    if approved by AO (not to "First" cl

Treated as Honest, Responsible Customers

Government Travel Charge Card

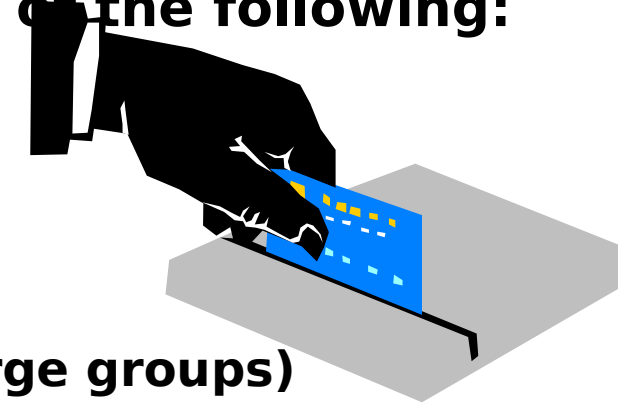
Defense Travel System-Limited



✔ **IT'S THE LAW**

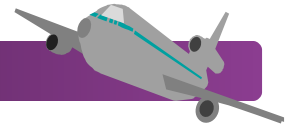
(Public Law 105-264, 19 Oct 1998)

✔ **As of 1 May 2000, use is MANDATORY for all travel-related expenses unless exempt by Service/Agency head or GSA approved exception for one of the following:**



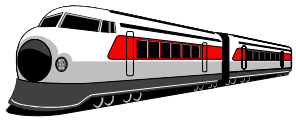
- **Vendor does not accept**
- **Local transportation, parking**
- **Taxi, tips**
- **Phone calls**
- **Meals, when not practical (i.e. large groups)**
- **Pending application for card**

Mode of Travel



Defense Travel System-Limited

Directed/Authorized by Authorizing Official (AO)



- **Air, Bus, Train**
- **May authorize, but cannot direct**
  POC or rental car
- **Must use authorized mode to be**
  “fully” reimbursed

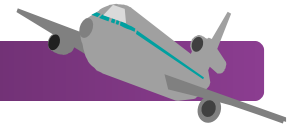
Commercial Air Transportation

Defense Travel System-Limited

- Arrangements made IAW law, policies, contract rates, etc.
- American flag carriers /coach accommodations whenever possible
- AO may authorize other than contract "city-pair" flights
- AO may authorize Premium but not "First-Class"
- Service/Defen[illegible]O may authorize "First-Class"

Rental Vehicles

Defense Travel System-Limited

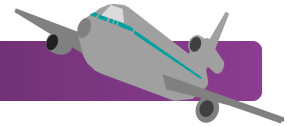


- **Authorized for official business**
- **Reimbursement for all costs associated with rental**
- **Should be from rental agency with government agreement**

- **No insurance requirements if contract (may be authorized additional in foreign area**
- **Vehicle size/quantity necessary to meet mission requirements**

Government Transportation

Defense Travel System-Limited

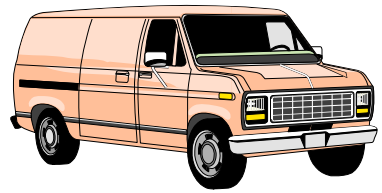


Military Air - Patriot Express (formerly Cat B)

–

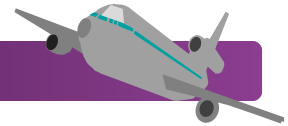
- **Used when available and meets mission requirements**

Government Ground Transportation



- **Used for official business only**
- **Traveler could be liable if accident occurs and not in official capacity**

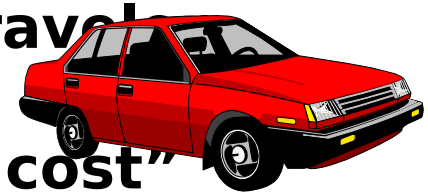
Private Vehicle



Defense Travel System-Limited

- **Full official mileage reimbursement authorized if approved by AO as mission essential**
- **Standard mileage rates apply**
- **AO must make certain traveler is clear that use is**

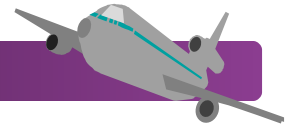
  (1) for the benefit of the Government or
  (2) for the convenience of the traveler



- **If not authorized, refer to "should cost"**

Travel Categories "Not Authorized"

Defense Travel System-Limited



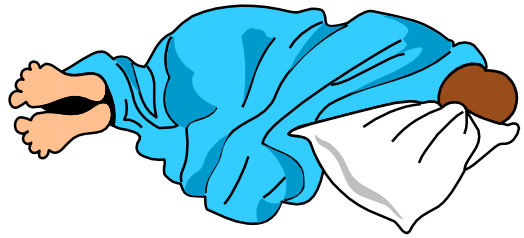
The following travel categories "should not" be processed through DTS-Limited:

- ✔ **Personally procured transportation (tickets not purchased through CTO)**
- ✔ **TDY/TAD with: leave, accompanying family members, constructive travel**
- ✔ **Field duty for military and civilian that includes "missed meal"**
- ✔ **Lodging costs for civilians incurred during field duty**
- ✔ **Private auto mileage (other than to/from terminal) not verified through the Defense Table of Official Distances (DTOD)**
- ✔ **Partial payments**
- ✔ **Settlement vouchers with "non-ATM" advances**

Rest Stops

Defense Travel System-Limited

- **Travelers should not be required to travel unreasonable hours at night**



- **Rest stops authorized if:**

  - Travel during normal sleeping hours

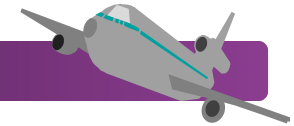
  - Flight time/stopovers exceed 14 hours and

  premium class not authorized

- **Rest stop shall not exceed 24 hours**

Travel Days/Trips Home

Defense Travel System-Limited



TRAVEL DAYS:

- **Determined by authorized mode of travel**

1,2,3.....

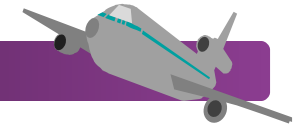
TRIPS HOME:

- **If authorized, may be permitted for TDY periods in excess of 3 weeks**

- **If not authorized, reimbursement limited to per diem**

Lodging

Defense Travel System-Limited



- “Lodging Plus”
- Government quarters (adequate)
- No Government quarters
- Staying with friends
- Special circumstances

REMEMBER - as of 1 Jan ‘99

- Taxes “not included” in CONUS lodging rate
- Claim as separate reimbursable expense

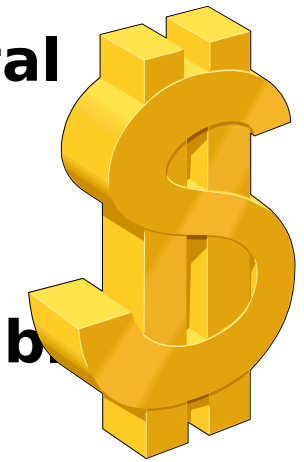
Meals

Defense Travel System-Limited

- **First/last day - 75% rule (first TDY location or stopover)**
- **Use of government mess**
- **Proportional meal rate**

Incidental Expenses

Defense Travel System-Limited



- **The “IE” portion of Meals & Incidental Expenses (M&IE)**
- **Covers miscellaneous expenses (don’t confuse with reimbursab**
- **CONUS = $2.00**
- **OCONUS = rate for applicable locality per diem, or $3.50 (when AO determines $3.50 to be adeq anticipated incidental expenses)**

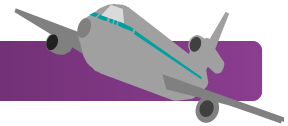
Reimbursable Expenses

Defense Travel System-Limited

- Getting around the TDY location
- Some examples are:
  - Lodging Taxes (CONUS only)
  - ATM fees (with government travel charge card)
  - Laundry/dry cleaning/clothes pressing (Civilians in CONUS - 4 consecutive night
  - Telephone calls home (AO must specify $$ $)
  - Baggage tips at terminal/excess baggage (Civilians only if Government property)
  - See Appendix O, JFTR/ITR for additional reimbursables

When in doubt -- Check with your AO!

After the Trip

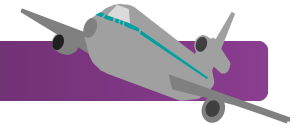


Defense Travel System-Limited

Under DTS -Limited, the traveler will:

- **Fill out and provide AO travel voucher within 5 days of returning**
- **Provide all required receipts for review, if deemed necessary, by AO/Certifying Official (CO)**
- **Maintain receipts for $75.00 or more as well as all lodging receipts for 6 years, 3 months**
- **Comply with all local policies and procedures for their**

Summary



Defense Travel System-Limited

- **Travelers have certain rights and expectations for their TDY travel needs**
- **Travelers have requirements/rules they must follow when traveling**
- **Not all types of travel may be processed using DTS-Limited**
- **DTS-Limited will make traveling**

“REMEMBER”

Defense Travel System-Limited

- ✔ **TO BE REIMBURSABLE, MUST BE AUTHORIZED.**
- ✔ **WHEN IN DOUBT, CHECK WITH YOUR AUTHORIZING OFFICIAL.**

Quicker, easier, better way to travel with DTS-Limited!!

Questions?